

Job details

Job 1 of 1

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The ISD Human Resources Administration Division is seeking a highly qualified, self-motivated individual to fill the position of **Management Analyst** in the Risk Management Section, Medical Compliance Unit (MCU). The position is required to interact both verbally and in writing with the general public, employees, supervisors, managers, and staff from other County Departments.

Requirements

*****DO NOT APPLY ONLINE*****

Permanent County employees that currently hold the Management Analyst classification or who are eligible for administrative reassignment in accordance with Civil Service Rule 15 are invited to submit a letter of interest, a resume highlighting education and experience, two writing samples, last two performance evaluations, and time records for the last two years to:

Cathy Stein-Romo

Internal Services Department

Human Resources Division, Risk Management, MCU

1100 N. Eastern Avenue, Room 225

Los Angeles, CA 90063

cstein@isd.lacounty.gov

Phone: (323) 267-2436; Facsimile: (323) 415-0860

All materials submitted will be evaluated. Only the most qualified employees, based on the information submitted, will be contacted for an interview. The interview will be used to determine the final selection. Resumes and related documentation will be accepted until the needs of the Service have been met.

Desirable Qualifications

- Experience conducting or participating in Interactive Process Meetings (IPMs) under ADA/FEHA, and preparing correspondence and other related documentation.

- Ability to maintain case files in an organized manner.
- Ability to manage multiple priorities under strict deadlines.
- Ability to work independently yet as a team player.
- A sense of discretion and sensitivity to highly confidential information.
- Excellent oral and written communication skills.

Duties

Manages Return-to-Work cases; reviews, analyzes, makes recommendations and prepares correspondence, including maintaining files and other records for Workers' Compensation, ADA/FEHA, and long term leave cases.

Maintains communication with employee and other applicable parties regarding medical certifications necessary for the Interactive Process to explore reasonable accommodation.

Follows up with employees or their representative to obtain medical certification required for the employee's ongoing absence, payment of benefits or to return to work.

Provides assistance in interpreting various laws, rules, policies and procedures affecting ISD's Return-to-Work Programs; ensures that all applicable County Code, County Policies and Procedures, and Federal and State laws are followed accordingly.

Interacts with Defense Attorneys, sets witness lists, provides exhibits, and ensures that all ISD Human Resources information is provided to the Department's Third Party Administrator and Contract Attorney.

Conducts interactive meetings with employees to analyze, identify, and implement suitable accommodations, as appropriate, under the County's Return-Work-Program.

Vacancy Information

The vacancy is within ISD's Human Resources Risk Management Section, Medical Compliance Unit (MCU), located at 1100 N. Eastern Avenue, Room 225, Los Angeles, California 90063. This position is on a 4/40, Friday off, work schedule.

Available Shift

Day

Contact Name

Cathy Stein-Romo

Contact Phone

267-2436

Contact Email

cstein@isd.lacounty.gov

Job Field

Human Resources

Job Type

Administrative Support

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